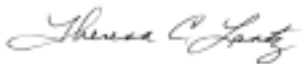
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 6.1	Effective Date 8/1/2005	Page 1 of 5
	Supersedes Tours and Inspections, dated 9/25/2000		
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1. Policy. Tours and inspections shall be conducted by staff throughout each facility and unit in order to enhance safety and security, and to encourage and facilitate communication among administrators, managers, supervisors, employees, inmates and the public.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4016, 4-4180, 4-4184 through 4-4186, 4-4257 and 4-4258.
 - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-1A-01, 4-ALDF-2A-05, 4-ALDF-2A-06, 4-ALDF-2A-12 and 4-ALDF-2A-13.
 - E. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standards 1-CTA-3B-01 and 1-CTA-3E-01.
 - F. Administrative Directives 5.3, Life and Fire Safety; 5.4, Toxic Materials and Hazardous Communication Protocol; 6.2, Facility Post Orders and Logs; and 10.18, Food Services.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Inspection. A thorough examination of a specific area of a correctional facility/unit to ensure appropriate levels of safety, security, order and sanitation.
 - B. Mainline Observation. The practice of monitoring inmates during mass movement or assemblage (e.g., feeding, recreation, etc.).
 - C. Specialized Housing Unit. A housing unit or section of a housing unit used for the purposes of: restrictive housing, medical/mental health, orientation/intake or for any other specialized purpose designated by the Unit Administrator or higher authority.
 - D. Tour. A random, systematic series of inspections in a correctional facility/unit designed to enhance the overall levels of safety, security, order and sanitation; along with the opportunity to communicate with staff and inmates and to reinforce rules and regulations.
 - E. Facility/Unit Department Heads. Staff assigned to manage and/or oversee a specific area of the facility/unit. For the purposes of this Directive, a Facility/Unit Department Head shall be identified as a(n): Deputy Warden, Major, Parole Supervisor, Institutional Religious Facilitator, Health Services Administrator, School Principal or Educational Administrator,

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- Maintenance Supervisor, Food Services Supervisor, Commissary Manager, Warehouse Supervisor and any other designated personnel.
- F. Visit. A walk through of a specific area in a correctional facility/unit to provide staff presence and to observe the overall operation.
4. General Principles. Each facility/unit shall develop and implement unit directives which shall require tours, inspections, visits and contacts to: (1) monitor the general conditions and overall climate of the facility/unit; (2) evaluate adherence to policy; (3) inspect for safety, security and sanitation concerns; (4) enhance communication; (5) reinforce the rules, regulations and procedures of the facility/unit; and, (6) allow inmates to express their concerns to staff.
- A. Unit Administrators, Deputy Wardens and Majors shall be visible and accessible to staff within the facility/unit on a routine basis in order to communicate with line staff and mid-level managers.
- B. Unit Administrators, Deputy Wardens, Majors and program supervisors shall be visible within the facility/unit and readily available to the inmate population on a regular, informal basis.
- C. Unit Administrators, Deputy Wardens, Majors and Shift Commanders shall attend roll call on a regular basis.
- D. Unit Administrators, Deputy Wardens, Majors and Shift Commanders shall conduct mainline observation at least once per week. Other Department Heads shall conduct mainline observation as designated by the Unit Administrator.
5. Tours, Inspections and Visits. At a minimum, every hazardous duty employee shall conduct scheduled and unscheduled tours, inspections and/or visits. All tours, inspections and visits shall be performed in a random order to informally observe living and working conditions and to facilitate communication with staff and inmates. Each Unit Administrator shall designate those staff members required to conduct tours, inspections and visits.
- A. General Tours, Inspections and Visits. General facility/unit tours, inspections and visits shall be conducted as follows:
1. District Administrators shall visit the facilities in their respective districts monthly and shall tour a different area of the facility/unit on each visit.
 2. Unit Administrators, Deputy Wardens and Majors shall formally tour the entire facility/unit weekly except as enumerated in section 5(A)(3) of this Directive. The times and shifts which tours are conducted shall vary. At a minimum, the Unit Administrator shall tour the facility/unit once per month during second or third shift.
 3. The Unit Administrators, Deputy Wardens and Majors at Cheshire CI/Webster CI, Corrigan-Radgowski CC, MacDougall-Walker CI, Osborn CI, Willard-Cybulski CI and York CI shall formally tour all housing units and main control centers at least once per week. All other areas of the facility/unit shall be toured at least once every two weeks.

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4. Unit Managers shall tour their respective units daily in accordance with their established work schedule.
5. Each area of a facility/unit shall be toured by a custody supervisor at least twice per shift. The Unit Administrator may designate specific areas of responsibility to individual supervisors.
6. Correction Officers shall tour general population housing units, to which they are assigned, at a minimum of every 30 minutes.
7. Counseling/program staff shall tour their assigned housing, work and program areas daily.
8. Food Service Supervisors shall, at least once per week, tour housing units in which food is served to observe food service and sanitation.
9. School Principals or Educational Administrators shall visit housing units at least once every two weeks. School Principals or Educational Administrators assigned to the facilities enumerated in section 5(A)(3) of this Directive shall visit housing units on a monthly basis.
10. Staff Chaplains shall visit all housing units at least once per week and upon request.
11. Maintenance Supervisors shall tour all areas of the facility/unit at least once per week.
12. Plant Facility Engineers shall tour two (2) facilities per month.
13. Warehouse supervisors shall tour their respective warehouses daily.
14. Commissary Managers shall tour their respective commissaries daily.

B. Specialized Housing Tours, Inspections and Visits. Tours, inspections and visits of all specialized housing units shall be conducted as follows:

1. District Administrators shall tour, at a minimum, every two months.
2. Unit Administrators, Deputy Wardens and Majors shall, at a minimum, tour twice a week, to include all restrictive housing units, medical/mental health housing units, orientation/intake units and any other specialized housing unit designated by the Unit Administrator or higher authority.
3. Special management inmates and inmates assigned to the facility's orientation/intake unit shall be personally observed by correctional staff at least every 15 minutes on an irregular schedule and on a more frequent basis for problematic inmates.
4. The respective Unit Manager and/or shift supervisor, shall tour specialized housing units daily.
5. Health Services personnel shall tour each specialized housing unit at least once per shift. The Correctional Hospital Nursing Supervisor or designee shall tour specialized housing units at least once per week.

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The Health Services Administrator or designee shall tour monthly, at a minimum, all Restrictive Housing Units, Medical/Mental Health Units and any other specialized housing units designated by the Unit Administrator or higher authority. All tours by Health Services personnel shall be documented in the appropriate station log in accordance with Section 6 of this Directive.

6. Program staff, at a minimum, shall tour specialized housing units daily and upon request.
7. A Protestant, Catholic and Islamic Chaplain shall visit each specialized housing unit, at a minimum, once per week and upon request. The Native American Chaplain and Jewish Chaplain shall visit each specialized housing unit each week as time permits or upon request.
8. Food Service Supervisors shall, at least once per week, tour specialized housing units in which food is served to observe food service and sanitation.

C. Direct Admission Facilities. The following facilities shall be designated as Direct Admission Facilities and shall maintain an orientation unit(s): Bridgeport CC; Corrigan-Radgowski CC; Hartford CC; Manson YI; New Haven CC; and York CI.

1. Orientation Unit Procedures. The following procedures shall be followed at each Direct Admission Facility:

- a. The Orientation Units shall be identified as specialized housing and shall require tours as noted in Section 5(B) of this Directive. Orientation Unit inmates shall be observed by correctional staff at least every 15 minutes on an irregular basis.
- b. Health Services personnel shall tour the Orientation Unit once each shift.
- c. Unit tours shall emphasize staff/inmate interaction and observation of inmates assigned to the unit.

D. Security Tours and Inspections. The Unit Administrator shall be responsible for the overall management of the facility/unit's security tours and physical/visual inspections. The facility/unit's Deputy Warden/Major of Operations shall coordinate and ensure appropriate documentation of the tours and inspections. During these tours and inspections, staff shall be alert for changes in equipment or other features of the facility/unit, contraband, and any conditions that would constitute a safety or security hazard. Such tours and inspections shall normally be conducted each shift, unless otherwise stated by Department or facility/unit policy, and shall cover every area of the facility/unit, to include the perimeter and, at a minimum, the following:

1. Locks and related hardware (i.e., hinges, security screws, etc.);
2. Doors and windows;
3. Bars and grillwork;
4. Gratings, manhole covers and hatch plates;

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- 5. Fences, fence hardware and fence wire;
- 6. Ventilators and tunnel accesses;
- 7. Perimeter walls; and,
- 8. Alarms, video surveillance equipment and other security equipment and features.

E. Safety Inspections. Safety inspections shall be continuous and shall be conducted in accordance with Administrative Directive 5.3, Life and Fire Safety.

F. Sanitation Tours and Inspections. Each facility/unit shall have a sanitation plan to ensure all areas of the facility/unit are maintained at the highest level of cleanliness. Sanitation tours and inspections shall be conducted in accordance with Administrative Directives 5.3, Life and Fire Safety; 5.4, Toxic Materials and Hazardous Communication Protocol; and 10.18, Food Services.

6. Documentation and Logbooks. Each tour, inspection and visit shall be documented in the appropriate station or facility log in accordance with Administrative Directive 6.2, Facility Post Orders and Logs. Each staff member conducting the tour, inspection or visit shall document the activity in the appropriate log. When documenting tours, inspections or visits, the Unit Administrator, Deputy Warden and Major shall record the log entry in green ink, managers and supervisors shall use red ink and line staff shall use blue or black ink.

Upon completion of the daily tour, each shift supervisor shall submit a daily written report to the Shift Commander, who shall review the reports for unusual or problem areas and ensure that such issues are addressed and forwarded through the chain of command, if appropriate. The shift supervisor shall also document in the facility log any notice of unusual or problem areas.

7. Staff Communication with Inmates. The Unit Administrator shall ensure that information concerning a new policy, procedure or any other point of interest is communicated to the inmate population as appropriate. The Unit Administrator shall ensure that relevant support staff are available to inmates in program and recreation areas, and where possible, facility counselors are available in housing units. Staff shall maintain direct communications with inmates and make themselves available to answer questions and resolve problems.

8. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.